

**DISTRICT ATTORNEY OF THE  
TWENTY-FIRST JUDICIAL DISTRICT  
AMITE, LOUISIANA**

**ANNUAL FINANCIAL STATEMENTS**

**AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2013**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date AUG 06 2014

**District Attorney of the Twenty-First Judicial District**  
**Amite, Louisiana**  
As of and for the Year Ended December 31, 2013  
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# Durnin & James

CERTIFIED PUBLIC ACCOUNTANTS  
A PROFESSIONAL CORPORATION  
www.djcpa.com

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June 27, 2014

## Independent Auditor's Report

The Honorable Scott M. Perrilloux  
District Attorney of the  
Twenty-First Judicial District  
Amite, Louisiana

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District Attorney of the Twenty-First Judicial District as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the District Attorney of the Twenty-First Judicial District's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risk of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District Attorney of the Twenty-First Judicial District as of December 31, 2013, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on pages 25 through 29 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

#### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District Attorney of the Twenty-First Judicial District's basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit organizations*, and is not a required part of the basic financial statements.

The schedule of expenditures of federal awards is the responsibility of management and was derived from and related directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

District Attorney of the Twenty-First Judicial District  
Amite, Louisiana

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 27, 2014, on our consideration of the District Attorney of the Twenty-First Judicial District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District Attorney of the Twenty-First Judicial District's internal control over financial reporting and compliance.

Respectfully submitted,

A handwritten signature in cursive script that reads "Durnin & James, CPAs".

Durnin & James, CPAs  
(A Professional Corporation)

## **Basic Financial Statements**

**District Attorney of the Twenty-First Judicial District**  
**Amite, Louisiana**  
**Statement of Net Position**  
**December 31, 2013**

**Exhibit A**

	<u>Governmental Activities</u>
<b>Assets</b>	
Cash and Cash Equivalents	\$ 93,479
Receivables, Net	228,276
Capital Assets, Net of Accumulated Depreciation (Note 5)	<u>304,616</u>
Total Assets	<u>\$ 626,371</u>
<b>Liabilities</b>	
Accounts Payable	\$ 109,639
Cash Deficit Due to Outstanding Checks	17,505
Deferred Revenue	33,583
21st JDC Asset Forfeiture Fund	185,306
Other Payables	<u>5,378</u>
Total Liabilities	<u>\$ 351,411</u>
<b>Net Position</b>	
Net Investment in Capital Assets	\$ 304,616
Unrestricted	<u>(29,656)</u>
Total Net Position	<u>\$ 274,960</u>

The accompanying notes are an integral part of this statement.

**District Attorney of the Twenty-First Judicial District**  
**Amite, Louisiana**  
**Statement of Activities**  
**For the Year Ended December 31, 2013**

Exhibit B

	<u>Total</u>	<u>Judicial - District Attorney</u>	<u>Health and Welfare (IV-D)</u>
<b>Expenses:</b>			
Salaries / Related Benefits	\$ (2,665,482)	\$ (1,868,488)	\$ (796,994)
Automobile	(49,300)	(45,291)	(4,009)
Bad Debt Expense	-	-	-
Contract Services	(82,413)	(79,291)	(3,122)
Dues & Subscriptions	(42,146)	(42,146)	-
Lease Costs	(79,500)	(39,300)	(40,200)
Office Supplies	(89,492)	(80,502)	(8,990)
Other Expenditures	(44,542)	(38,482)	(6,060)
Telephone & Utilities	(104,404)	(83,462)	(20,942)
Training	(31,169)	(31,169)	-
Travel	(73,575)	(59,813)	(13,762)
Depreciation	(71,972)	(71,972)	-
Loss on Disposal of Fixed Asset	(57)	(57)	-
 Total Expenses	 (3,334,052)	 (2,439,973)	 (894,079)
<b>Program Revenues:</b>			
Charges for Services	997,703	997,703	-
Operating Grants	2,000,180	1,103,718	896,462
 Net Program (Expense) / Revenue	 (336,169)	 (338,552)	 2,383
<b>General Revenues:</b>			
Interest Earnings	10		
Other Revenues	123,204		
 Total General Revenues	 123,214		
 Change in Net Position	 (212,955)		
 Net Position - Beginning of the Year	 487,915		
Net Position - End of the Year	<u>\$ 274,960</u>		

The accompanying notes are an integral part of this statement.



**District Attorney of the Twenty-First Judicial District**  
**Amite, Louisiana**  
**Governmental Funds – Balance Sheet**  
**December 31, 2013**

**Exhibit C**

	General Fund	Title IV-D Fund	Incentive Fund	Pre-Trial Intervention Fund	Total
<b>Assets</b>					
Cash and Cash Equivalents	\$ 74,973	\$ 2,441	\$ 6,995	\$ 9,070	\$ 93,479
Receivables, Net	153,149	75,127	-	-	228,276
Due from Other Funds	-	-	27,770	26,003	53,773
<b>Total Assets</b>	<b>\$ 228,122</b>	<b>\$ 77,568</b>	<b>\$ 34,765</b>	<b>\$ 35,073</b>	<b>\$ 375,528</b>
<b>Liabilities and Fund Balances</b>					
<b>Liabilities:</b>					
Accounts Payable	\$ 108,207	\$ 891	\$ 541	\$ -	\$ 109,639
Cash Deficit Due to Outstanding Checks	17,505	-	-	-	17,505
Deferred Revenue	32,083	-	1,500	-	33,583
Due to 21st JDC Asset Forfeiture Fund	185,306	-	-	-	185,306
Due to Other Funds	53,773	-	-	-	53,773
Other Payables	5,378	-	-	-	5,378
<b>Total Liabilities</b>	<b>402,252</b>	<b>891</b>	<b>2,041</b>	<b>-</b>	<b>405,184</b>
<b>Fund Balances:</b>					
Assigned	-	76,677	32,724	35,073	144,474
Unassigned	(174,130)	-	-	-	(174,130)
<b>Total Fund Balances</b>	<b>(174,130)</b>	<b>76,677</b>	<b>32,724</b>	<b>35,073</b>	<b>(29,656)</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 228,122</b>	<b>\$ 77,568</b>	<b>\$ 34,765</b>	<b>\$ 35,073</b>	<b>\$ 375,528</b>

The accompanying notes are an integral part of this statement.

**District Attorney of the Twenty-First Judicial District  
Amite, Louisiana**  
Reconciliation of the Governmental Funds Balance Sheet to the  
Government-Wide Statement of Net Position  
For the Year Ended December 31, 2013

Exhibit D

<b>Total Fund Balances, Governmental Funds (Exhibit C)</b>	<b>\$ (29,656)</b>
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. These assets consist of:

Governmental Capital Assets, Net of Depreciation	<u>304,616</u>
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<b>Net Position of Governmental Activities (Exhibit A)</b>	<b>\$ <u>274,960</u></b>
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The accompanying notes are an integral part of this statement.

**District Attorney of the Twenty-First Judicial District  
Amite, Louisiana**

Exhibit E

**Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balances  
For the Year Ended December 31, 2013**

	General Fund	Title IV-D Fund	Incentive Fund	Pre-Trial Intervention Fund	Total
<b>Revenues:</b>					
Charges for Services	\$ 684,225	\$ -	\$ 26,320	\$ 287,158	\$ 997,703
Federal Grants	203,864	896,462	-	-	1,100,326
State Grants	20,688	-	-	-	20,688
Intergovernmental Parish Grants	566,150	-	84,400	-	650,550
Victim's Assistance Coordinator	90,000	-	-	-	90,000
Bail Bond Licenses	138,616	-	-	-	138,616
Interest Earnings	8	-	2	-	10
Other Revenues	123,033	171	-	-	123,204
Total Revenues	1,826,584	896,633	110,722	287,158	3,121,097
<b>Expenditures:</b>					
Salaries / Related Benefits	1,657,224	796,994	55,727	155,537	2,665,482
Automobile	45,291	4,009	-	-	49,300
Contract Services	75,788	3,122	3,503	-	82,413
Dues & Subscriptions	42,146	-	-	-	42,146
Lease Costs	39,300	40,200	-	-	79,500
Office Supplies	79,851	8,990	651	-	89,492
Other Expenditures	37,747	6,060	216	519	44,542
Telephone & Utilities	71,268	20,942	12,194	-	104,404
Training	21,510	-	1,208	8,451	31,169
Travel	41,303	13,762	14,945	3,565	73,575
Capital Outlay	-	-	-	-	-
Total Expenditures	2,111,428	894,079	88,444	168,072	3,262,023
Excess (Deficiency) of Revenues Over Expenditures	(284,844)	2,554	22,278	119,086	(140,926)
<b>Other Financing Sources (Uses):</b>					
Transfers In (Out)	145,292	-	(30,400)	(114,892)	-
Net Change in Fund Balances	(139,552)	2,554	(8,122)	4,194	(140,926)
<b>Fund Balances:</b>					
Beginning of the Year	(34,578)	74,123	40,846	30,879	111,270
End of the Year	<u>\$ (174,130)</u>	<u>\$ 76,677</u>	<u>\$ 32,724</u>	<u>\$ 35,073</u>	<u>\$ (29,656)</u>

The accompanying notes are an integral part of this statement.

**District Attorney of the Twenty-First Judicial District  
Amite, Louisiana**

Exhibit F

**Reconciliation of the Statement of Governmental Fund Revenues, Expenditures, and  
Changes in Fund Balances to the Government-Wide Statement of Activities  
For the Year Ended December 31, 2013**

<b>Net Change in Fund Balances, Governmental Funds (Exhibit E)</b>	<b>\$</b>	<b>(140,926)</b>
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Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense. These differences consist of:

Capital Outlay	-	
Loss on Disposal of Fixed Asset	(57)	
Depreciation Expense	<u>(71,972)</u>	

<b>Change in Net Position of Governmental Activities (Exhibit B)</b>	<b>\$</b>	<b><u>(212,955)</u></b>
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The accompanying notes are an integral part of this statement.

**District Attorney of the Twenty-First Judicial District**  
**Amite, Louisiana**  
**Statement of Fiduciary Net Assets**  
**December 31, 2013**

**Exhibit G**

	<u>Agency Fund</u>
<b>Assets</b>	
Cash and Cash Equivalents	\$ 173,706
Non-Cash Seized Assets	282,527
Due to / from Other Agencies	185,306
Unsettled Deposits	<u>-</u>
 Total Assets	 <u>\$ 641,539</u>
 <b>Liabilities and Net Assets</b>	
<b>Liabilities:</b>	
Unsettled Deposits	\$ <u>641,539</u>
Total Liabilities	<u>\$ 641,539</u>

The accompanying notes are an integral part of this statement.

**District Attorney of the Twenty-First Judicial District**  
**Amite, Louisiana**  
Notes to Financial Statements  
December 31, 2013

**Narrative Profile**

The District Attorney of the Twenty-First Judicial District (hereinafter referred to as the "District Attorney"), provided by Article V, Section 26 of the Louisiana Constitution of 1974, has charge of every criminal prosecution by the State in his District, is the representative of the State before the grand jury in his District, and is legal advisor to the grand jury. He performs other duties as provided by law. The District Attorney is elected by the qualified electors of the Twenty-First Judicial District for a term of six years. The Twenty-First Judicial District encompasses the Parishes of Livingston, St. Helena, and Tangipahoa, Louisiana.

The accompanying financial statements of the District Attorney have been prepared in conformity with accounting principles generally accepted in the United State of America as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

**1. Summary of Significant Accounting Policies**

**A. Financial Reporting Entity**

The District Attorney is a part of the District Court System of the State of Louisiana. However, the state statutes that create the District Attorneys also give the District Attorneys control over all their operations. This includes the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. The District Attorney is independent from the District Court System and the parish government. Therefore, the District Attorney reports as an independent financial reporting entity.

Based on the criteria established in GASB Statement No. 14, the District Attorney's office has determined that it is a primary government. The District Attorney's office has also determined that there are no component units for financial reporting purposes.

**B. Fund Accounting**

The District Attorney uses fund accounting to maintain its financial records and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain District Attorney functions or activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

***Governmental Funds***

Governmental funds account for all of the District Attorney's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources that may be used to finance future period programs or operations of the District Attorney. The following are the District Attorney's governmental funds:

**District Attorney of the Twenty-First Judicial District  
Amite, Louisiana**

**Notes to Financial Statements (Continued)  
December 31, 2013**

**General Fund** - established in compliance with Louisiana Revised Statute (LRS) 15:571.11, which provides that twelve (12%) percent of the fines collected and bonds forfeited be transmitted to the District Attorney to defray the necessary expenditures of the office.

Worthless check collection fees collected in accordance with LRS 16:15, which provides for a specific fee whenever the District Attorney collects and processes a worthless check, are accounted for in the general fund. Expenditures of this revenue are at the sole discretion of the District Attorney and may be used to defray the salaries and the expenses of the office, but may not be used to supplement the salary of the District Attorney.

Grant funds not legally required to be accounted for in separate funds are also recorded in the general fund.

**Title IV-D Special Revenue Fund** - consists of reimbursement grants from the Louisiana Department of Social Services, authorized by Act 117 of 1975, to establish family and child support programs compatible with Title IV-D of the social security act. The purpose of the fund is to enforce the support obligation owed by absent parents to their families and children, to locate absent parents, to establish paternity, and to obtain family and child support.

**Incentive Special Revenue Fund** - used to account for payments received from the parishes, which are considered incentive amounts used to supplement the IV-D contract. These funds are generally used for the operations of the juvenile division.

**Pre-Trial Intervention Special Revenue Fund** - used to account for the enrollment fees of participants in this program. The fund also serves as an agency to handle restitution payments made by the participants.

The fiduciary fund of the District Attorney is an agency fund described as follows:

**Special District Attorney Asset Forfeiture Trust Fund** - accounts for assets held as an agent for others. The assets held are those seized under the provisions of LRS 40:2601 to 40:2622. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**C. Measurement Focus / Basis of Accounting**

***Basic Financial Statements – Government-Wide Financial Statements***

The statement of net position and the statement of activities display information about the District Attorney as a whole. These statements include all the financial activities of the District Attorney with most of the interfund activities removed. Information contained in these columns reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

**District Attorney of the Twenty-First Judicial District**  
**Amite, Louisiana**  
Notes to Financial Statements (Continued)  
December 31, 2013

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Interest earnings and other revenues not properly included among program revenues are reported instead as general revenues. The District Attorney does not allocate indirect expenses.

*Basic Financial Statements – Governmental Funds*

The amounts reflected in the General Fund and Special Revenue Funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the District Attorney's operations.

The amounts reflected in the General Fund and Special Revenue Funds use the modified accrual basis of accounting. Under this basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The District Attorney considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related liability is incurred. The governmental funds use the following practices in recording revenues and expenditures:

Revenues – Commissions on fines, forfeitures, and court cost fees are recorded in the year they are collected by the tax collectors. Grants are recorded when the District Attorney is entitled to the funds. Interest income on investments is recorded when the investments have matured and the income is available. Substantially all other revenues are recorded when received.

Expenditures – Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

Other Financing Sources / (Uses) – Transfers between funds that are not expected to be repaid (and any other financing source / use) are accounted for as other financing sources (uses) and are recorded when transferred.

**D. Budgets and Budgetary Accounting**

A budget was adopted for the fiscal year ended December 31, 2013, presenting a complete financial plan for the general fund and special revenue funds. The budget was prepared on the modified accrual basis. Budget adoption included public notice of the proposed budget, public inspection of the proposed budget, and a public hearing on the budget held on December 10, 2012, at which time the budget was adopted. Because of variances between budgeted and actual amounts, the 2013 operating budget was amended on December 16, 2013. The amendment process included all phases of budget adoption as described above. Unexpended budget balances lapse at year-end. The level of control for each budget is on the fund basis.



**District Attorney of the Twenty-First Judicial District**  
**Amite, Louisiana**  
Notes to Financial Statements (Continued)  
December 31, 2013

**E. Cash, Cash Equivalents, and Investments**

The District Attorney's cash and cash equivalents are considered to be cash on hand, demand deposits, interest bearing demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Under state law, the District Attorney may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana. In addition, the District Attorney may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

Investments for the District Attorney are reported at cost.

**F. Capital Assets**

Capital assets are capitalized at historical cost or estimated cost (the extent to which capital asset costs have been estimated and the methods of estimation should be disclosed) if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The District Attorney maintains a threshold level of \$1,000 or more for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Position and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method. Equipment and vehicles are depreciated over a useful life of five years furniture and fixtures are depreciated over a useful life of seven years.

**G. Compensated Absences**

The District Attorney has the following policy relating to vacation and sick leave:

Each full-time clerical employee is entitled to 10 days of annual and 10 days of sick leave per year. Employees with 10 years of service or more are entitled to 15 days of annual and 15 days of sick leave per year. Sick leave can be accumulated up to a maximum of 30 days beyond the District Attorney's fiscal year-end. Upon termination, the current year's unused annual leave is paid but any unused sick leave is forfeited.

The cost of current leave privileges, computed in accordance with GASB Codification Section C60, is recognized as current-year expenditures when leave is actually taken.

**District Attorney of the Twenty-First Judicial District  
Amite, Louisiana**

**Notes to Financial Statements (Continued)  
December 31, 2013**

**H. Fund Equity**

GASB has issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB 54 requires the fund balance amounts to be properly reported within one of the fund balance categories list below.

1. Nonspendable fund balances are associated with inventories, prepaids, long-term loans and notes receivable, and property held for resale (unless the proceeds are restricted, committed, or assigned).
2. Restricted fund balances include amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.
3. Committed fund balances include amounts that can be used only for the specific purposes determined by a formal action of the District Attorney (the office's highest level of decision-making authority).
4. Assigned fund balances are intended to be used by the District Attorney for specific purposes but do not meet the criteria to be classified as restricted or committed.
5. Unassigned fund balances are the residual classification for the District Attorney's general fund and include all spendable amounts not contained in the other classifications.

The District Attorney's policy is to apply expenditures against nonspendable, restricted, committed, assigned, and unassigned fund balances, in that order, at the end of the fiscal year by adjusting journal entries.

The calculation of fund balance amounts begins with the determination of nonspendable fund balances. Then restricted fund balances for specific purposes are determined (not including non-spendable amounts). Then any remaining fund balance amounts for the non-general funds are classified as restricted fund balance. It is possible for the non-general funds to have negative unassigned fund balance when non-spendable amounts plus the restricted fund balances for specific purposes amounts exceed the positive fund balance for the non-general fund.

As of December 31, 2013, the District Attorney did not have any nonspendable, restricted, or committed fund balances.

**I. Net Position**

GASB has issued Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows or Resources, and Net Position*, which provides guidance for reporting deferred outflows or resources, deferred inflows or resources, and net position in a statement of financial position and related disclosures. For the government-wide statement of net position, equity is classified and displayed in three components:

1. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

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Notes to Financial Statements (Continued)  
December 31, 2013

2. Restricted – Consists of resources with constraints placed on the use either by (a) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or by (b) laws through constitutional provisions or enabling legislation.
3. Unrestricted – All other resources that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

When both restricted and unrestricted resources are available for use, it is the District Attorney’s policy to use restricted resources first, then unrestricted resources as they are needed.

**J. Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

**2. Stewardship, Compliance, and Accountability**

**A. Budgetary Information**

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. All annual appropriations lapse at year-end. See Note 1-D regarding operating budgets. The District Attorney did not comply with the Local Government Budget Act, which requires the budget to be published in the official journal for each parish in which the political subdivision is located.

**B. Excess of Expenditures Over Appropriations**

For the year ended December 31, 2013, expenditures exceeded appropriations in the General Fund by \$710 and the Incentive Fund by \$746. The over-expenditures in the General Fund were not fully funded by existing fund balances and resulted in a deficit fund balance at year-end. The over-expenditures in the Incentive Fund were funded by available fund balances in that fund.

**C. Deposits and Investment Laws and Regulations**

In accordance with state law, all uninsured deposits of funds in financial institutions must be secured with acceptable collateral valued at the lower of market or par. As reflected in Note 3 regarding cash and cash equivalents, the District Attorney complied with the deposits and investments laws and regulations.

**D. Deficit Fund Equity**

As of December 31, 2013, the District Attorney’s General Fund had a deficit unassigned fund balance of \$174,130. Management will monitor this fund balance on an ongoing basis and will address the deficit in the near future.

**District Attorney of the Twenty-First Judicial District**  
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Notes to Financial Statements (Continued)  
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**3. Cash and Cash Equivalents**

As reflected on Exhibit A, the District Attorney has cash and cash equivalents totaling \$93,479 at December 31, 2013, excluding the cash of the agency fund totaling \$173,706.

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the bank. These pledged securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

The following is a summary of cash and cash equivalents (bank balances) at December 31, 2013, with the related federal deposit insurance and pledged securities:

**Bank Balances:**

Insured (FDIC Insurance)	\$ 259,004
Collateralized:	
Collateral held by District Attorney's agent in the District Attorney's name	-
Collateral held by pledging bank's trust department in the District Attorney's name	-
Collateral held by pledging bank's trust department not in the District Attorney's name	8,938
Uninsured and Uncollateralized	-
<b>Total Deposits</b>	<b><u>\$ 267,942</u></b>

Even though the pledged securities are not held in the entity's name, LRS 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten days of being notified by the District Attorney that the fiscal agent has failed to pay deposited funds upon demand. Deposits collateralized by pledged securities are considered to be exposed to custodial credit risk under the provisions of GASB Statement 40. Custodial credit risk is the risk that in the event of a bank failure, the District Attorney's deposits may not be returned to it. The District Attorney does not have a deposit policy for custodial risk. As of December 31, 2013, the District Attorney was in compliance with state law which requires any uninsured cash balances with the fiscal agent bank to be adequately collateralized by a pledge of securities.

**4. Receivables**

The following is a summary of receivables at December 31, 2013:

Class of Receivables	General Fund	Special Revenue Funds	Total
Grants	\$ 43,683	\$ 75,127	\$ 118,810
Intergovernmental	215,747	-	215,747
Uncollectible Allowance	(106,281)	-	(106,281)
<b>Total</b>	<b><u>\$ 153,149</u></b>	<b><u>\$ 75,127</u></b>	<b><u>\$ 228,276</u></b>

**District Attorney of the Twenty-First Judicial District**  
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Notes to Financial Statements (Continued)  
December 31, 2013

**5. Capital Assets**

The following is a summary of changes in capital assets for the year ended December 31, 2013:

	Balance 12/31/12	Increases	Decreases	Balance 12/31/13
Capital Assets Not Depreciated:				
Land	\$ 100,000	\$ -	\$ -	\$ 100,000
Other Capital Assets:				
Equipment	449,852	-	(375)	449,477
Vehicles	146,278	-	(57)	146,221
Total Other Capital Assets	596,130	-	(432)	595,698
Less: Accumulated Depreciation	(319,485)	(71,972)	375	(391,082)
Other Capital Assets, Net	276,645	(71,972)	(57)	204,616
Totals	\$ 376,645	\$ (71,972)	\$ (57)	\$ 304,616

**6. Pension Plan (District Attorney)**

**Plan Description** – The District Attorney and assistant district attorneys are members of the Louisiana District Attorneys Retirement System (System), a cost sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

Assistant district attorneys who earn, as a minimum, the amount paid by the state for assistant district attorneys and are under the age of 60 at the time of original employment and all District Attorneys are required to participate in the System. For members who joined the System before July 1, 1990, and who elected not to be covered by the new provisions, the following applies: Any member with 23 or more years of creditable service regardless of age may retire with a 3.0% benefit reduction for each year below age 55, provided that no reduction is applied if the member has 30 or more years of service. Any member with at least 18 years of service may retire at age 55 with a 3.0% benefit reduction for each year below age 60. In addition, any member with at least 10 years of service may retire at age 60 with a 3.0% benefit reduction for each year retiring below the age of 62. The retirement benefit is equal to 3.0% of the member's average final compensation multiplied by the number of years of his membership service, not to exceed 100% of his average final compensation.

For members who joined the System after July 1, 1990, or who elected to be covered by the new provisions the following applies: Members are eligible to receive normal retirement benefits if they are age 60 and have 10 years of service credit, are age 55 and have 24 years of service credit, or have 30 years of service credit regardless of age. The normal retirement benefit is equal to 3.5% of the member's final-average compensation multiplied by years of membership service. A member is eligible for early retirement if he is age 55 and has 18 years of service credit. The early retirement benefit is equal to the normal retirement benefit reduced 3.0% for each year the member retires in advance of normal retirement age. Benefits may not exceed 100 percent of average final compensation. The system also provides death and disability benefits. Benefits are established or amended by state statute.

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Notes to Financial Statements (Continued)  
December 31, 2013

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana District Attorneys Retirement System, 1645 Nicholson Drive, Baton Rouge, Louisiana 70802-8143.

Funding Policy – Plan members are required by state statute to contribute 8.0% of their annual covered salary and the District Attorney was required to contribute at an actuarially determined rate of 9.75% for the period January 1, 2013 through June 30, 2013 and at a rate of 10.25% for the period July 1, 2013 through December 31, 2013. Contributions to the System also include .2 percent of the ad valorem taxes collected throughout the state and revenue sharing funds as appropriated by the legislature. The contribution requirements of plan members and the District Attorney are established and may be amended by state statute. As provided by LRS 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The District Attorney's contributions to the System for the years ending December 31, 2013, 2012, and 2011, were \$38,374, \$38,374, and \$34,644, respectively, equal to the required contributions for each year.

**7. Pension Plan (Other Than District Attorney)**

Effective April 1, 1997, certain employees became members of the Parochial Employees Retirement System of Louisiana (System). Substantially all employees, with the exception of the District Attorney and assistant district attorneys, of the District Attorney's Office are members of the System, a cost sharing multiple-employer (defined benefit), public employee retirement system (PERS), controlled and administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the District Attorney are members of Plan A.

All permanent employees working at least 28 hours per week who are paid wholly or in part from parish funds and all elected parish officials are eligible to participate in the System. Under Plan A, employees who retire at or after age 65 with at least 7 years of creditable service, at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3.0% of their final-average salary for each year of creditable service. However, for those employees who were members of the supplemental plan only prior to January 1, 1980, the benefit is equal to the above benefits and an additional 1.0% of final average salary plus \$24 for each year of supplemental-plan-only service earned prior to January 1, 1980. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above and do not withdraw their employee contributions may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employees' Retirement System of Louisiana, P. O. Box 14619, Baton Rouge, Louisiana 70898-4619.

Funding Policy – Plan members are required by state statute to contribute 9.5 percent of their annual covered salary and the District Attorney is required to contribute at an actuarially determined rate. The current rate is 16.75 percent of annual covered payroll. Contributions to the System include one-fourth of one per cent of the taxes shown to be collectible by the tax rolls of each parish, except Orleans and East Baton Rouge Parishes. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. State statute requires covered employees to contribute a percentage of their

**District Attorney of the Twenty-First Judicial District**  
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Notes to Financial Statements (Continued)  
December 31, 2013

salaries to the System. As provided by LRS 11:103, the employer contributions are determined by an actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The District Attorney's contributions to the System for the years ending December 31, 2013, 2012, and 2011 were \$195,570, \$191,150, and \$171,275, respectively, equal to the required contributions for the year.

**8. Leases**

The District Attorney leases certain buildings under long-term leases. All such leases have been renewed on a month-to-month basis. All other leases are month-to-month leases on several pieces of office equipment. The District Attorney has no obligations under capital leases.

Rental expense amounted to \$79,500 in 2013.

**9. Litigation and Claims**

There is no litigation pending against the District Attorney at December 31, 2013.

**10. Changes in Agency Fund Balances**

A summary of changes in the District Attorney's Asset Forfeiture Trust Fund unsettled deposits follows:

	Cash	Non-Cash	Total
Unsettled Deposits - Beginning of the Year	\$ 105,975	\$ 286,672	\$ 392,647
Additions	224,895	240,355	465,250
Reductions	(157,164)	(244,500)	(401,664)
Unsettled Deposits - End of the Year	<u>\$ 173,706</u>	<u>\$ 282,527</u>	<u>\$ 456,233</u>

**11. Non-Cash Seized Assets**

The District Attorney is deemed to be in custody of property seized in accordance with LRS 40:2601 to 40:2622. The seized assets are listed on the balance sheet under agency fund, as either cash or non-cash seized assets. The non-cash seized assets represent property other than cash seized under the authority of the above-mentioned statutes. The non-cash assets are held in the custody of and by the seizing agency. At the completion of the forfeiture proceedings, the seizing agency may sell the non-cash property and remit the cash proceeds to the District Attorney for distribution according to statutes.

**District Attorney of the Twenty-First Judicial District**  
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Notes to Financial Statements (Continued)  
December 31, 2013

**12. Expenditures of the District Attorney not Included in the Accompanying Financial Statements**

The accompanying financial statements do not include certain expenditures of the District Attorney paid out of the funds of the parish governments or directly by the State. A portion of the salaries of the District Attorney and assistant district attorney's are paid directly by the State. The parish governments pay certain salaries, or portions thereof, and employer contributions of the District Attorney and his staff.

**13. Jointly Governed Organization – Criminal Court Fund of the Twenty-First Judicial District**

The Criminal Court Fund of the Twenty-First Judicial District was established to consolidate the Criminal Court Funds previously under the jurisdiction of each of the three parishes in the Twenty-First Judicial District. The Criminal Court Fund's primary source of revenue is from fines and forfeitures collected in the District. These funds are used to pay the general expenditures of the Twenty-First Judicial District Court system in addition to reimbursing the expenditures of the District Attorney of the Twenty-First Judicial District and the Judicial Expense Fund of the Twenty-First Judicial District.

The Criminal Court Fund of the Twenty-First Judicial District paid expenditures in the amount of \$479,539 on behalf of the District Attorney during the year ended December 31, 2013, and owes the District Attorney \$55,191 as of December 31, 2013.

**14. Federal Financial Assistance Programs**

The District Attorney participates in the United States Department of Health and Human Services Support Enforcement, Title IV-D Program, Catalog of Federal Domestic Assistance No. 93.563. This program is funded by indirect assistance payments, in the form of both incentive payments and reimbursements of a portion of certain expenditures, received from the Louisiana Department of Social Services. For the year ended December 31, 2013, the District Attorney expended \$896,462 in reimbursement payments.

The reimbursement payments are restricted by a formal agreement between the District Attorney and Department of Social Services and include a budget of expected expenditures for each fiscal year ended December 31. The District Attorney submits reimbursement requests to the Department of Social Services on a monthly basis.

There are no restrictions on how incentive payments may be expended, except as may be required by state law for any other funds of the District Attorney.



**District Attorney of the Twenty-First Judicial District**  
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Notes to Financial Statements (Continued)  
December 31, 2013

The District Attorney also participates in various United States Office of Justice programs administered by the Louisiana Commission on Law Enforcement and Administration of Criminal Justice. The programs are funded by indirect assistance payments in the form of reimbursements of certain expenditures. For the year ended December 31, 2013, the District Attorney expended these amounts for the various programs:

Program Title	CFDA No.	Expenditures
Tri-Parish Victim's Assistance	16.575	\$ 60,629
Victim Assistance: Child Sexual Assault	16.575	52,197
Criminal Records Improvement Program	16.738	10,000
Tri-Parish Domestic Violence Prosecution Unit	16.588	81,038
		<u>\$ 203,864</u>

The reimbursement and incentive payments may be subjected to further review and audit by the federal grantor agency. No provision has been made in the financial statements for the reimbursement of any expenditures that may be disallowed as a result of such a review or audit.

**15. Commitments and Contingencies**

Act 20 of the 2011 Regular Session of the Louisiana Legislature authorized Livingston Parish to collect additional court filing fees needed to pay the revenue bond debt identified in the Loan Agreement by and between the Louisiana Local Governmental Environment Facilities and Community Development Authority and Parish of Livingston relating to \$17,865,000 Revenue Bond Series 2011 (Livingston Parish Courthouse Project) dated September 1, 2011. Anticipating a shortage of revenue generated by the collection of the additional filing costs to debt service the bonds, on February 28, 2012, the Livingston Parish Council, the Twenty-First Judicial District Court, the District Attorney of the Twenty-First Judicial District, the Sheriff for the Parish of Livingston and the Clerk of Court for the Parish of Livingston executed a Cooperative Endeavor Agreement whereby each party has agreed that they will contribute proportionally based on "private quarters" square footage used such funds as may be necessary to pay the bond indebtedness as it comes due, in the event of a shortfall, to avoid default on the bond obligations. The agreement shall remain in effect until the bond indebtedness is paid in accordance with the "bond documents." In the event that the monthly filing fees authorized by Act 20 decrease below the monthly debt service amount required to pay the bonds, the District Attorney will be required to fund their proportionate share of the shortfall, and this amount could be material to the financial statements. Since the inception of the debt, the fees generated under the statute have been sufficient to service the monthly outstanding obligations under the bonds.

**Required Supplemental Information:**  
**Budgetary Comparison Schedules**

**District Attorney of the Twenty-First Judicial District  
Amite, Louisiana**

Schedule 1

**Budgetary Comparison Schedule – General Fund  
For the Year Ended December 31, 2013**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Amounts Budgetary Basis</u>	<u>Variance with Final Budget Favorable / (Unfavorable)</u>
<b>Revenues:</b>				
Charges for Services:				
Commissions on Fines & Forfeitures	\$ 425,000	\$ 386,586	\$ 364,698	\$ (21,888)
Court Cost Fees	300,000	224,341	226,526	2,185
Worthless Check Fees	65,000	39,379	39,950	571
Criminal Bond Fees	55,000	53,301	53,051	(250)
Bail Bond License Fees	145,000	138,414	138,616	202
Intergovernmental Grants:				
Federal	165,000	203,864	203,864	-
State	18,000	20,688	20,688	-
Parish	410,800	558,650	566,150	7,500
Victim's Assistance Coordinator	90,000	90,000	90,000	-
Interest Earnings	1,000	15	8	(7)
Other Revenues	<u>485,000</u>	<u>116,596</u>	<u>123,033</u>	<u>6,437</u>
Total Revenues	2,159,800	1,831,834	1,826,584	(5,250)
<b>Expenditures:</b>				
Salaries / Related Benefits	1,700,000	1,656,409	1,657,224	(815)
Automobile	58,000	49,959	45,291	4,668
Contract Services	54,800	75,426	75,788	(362)
Dues & Subscriptions	40,000	42,091	42,146	(55)
Lease Costs	42,000	39,300	39,300	-
Office Supplies	80,000	83,296	79,851	3,445
Other Expenditures	20,000	29,217	37,747	(8,530)
Telephone & Utilities	70,000	72,013	71,268	745
Training	52,000	21,523	21,510	13
Travel	43,000	41,484	41,303	181
Capital Outlay	-	-	-	-
Total Expenditures	<u>2,159,800</u>	<u>2,110,718</u>	<u>2,111,428</u>	<u>(710)</u>
Excess (Deficiency) of Revenues Over Expenditures	\$ -	\$ (278,884)	\$ (284,844)	\$ (5,960)

(Continued)

**District Attorney of the Twenty-First Judicial District**  
**Amite, Louisiana**  
**Budgetary Comparison Schedule – General Fund**  
**For the Year Ended December 31, 2013**

Schedule 1  
(Continued)

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Amounts Budgetary Basis</u>	<u>Variance with Final Budget Favorable / (Unfavorable)</u>
<b>Other Financing Sources (Uses):</b>				
Operating Transfers In (Out)	\$ 150,000	\$ 145,292	\$ 145,292	\$ -
Total Other Financing Sources (Uses)	<u>150,000</u>	<u>145,292</u>	<u>145,292</u>	<u>-</u>
 Net Change in Fund Balance	 150,000	 (133,592)	 (139,552)	 (5,960)
 <b>Fund Balance - Beginning of the Year</b>	 <u>(25,512)</u>	 <u>(34,588)</u>	 <u>(34,578)</u>	 <u>10</u>
<b>Fund Balance - End of the Year</b>	<u>\$ 124,488</u>	<u>\$ (168,180)</u>	<u>\$ (174,130)</u>	<u>\$ (5,950)</u>

See auditor's report.

**District Attorney of the Twenty-First Judicial District  
Amite, Louisiana**

Schedule 2

**Budgetary Comparison Schedule – Title IV-D Fund  
For the Year Ended December 31, 2013**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Amounts Budgetary Basis</u>	<u>Variance with Final Budget Favorable / (Unfavorable)</u>
<b>Revenues:</b>				
Intergovernmental Grants:				
Federal	\$ 890,000	\$ 897,489	\$ 896,462	\$ (1,027)
Other Revenues	-	171	171	-
Total Revenues	890,000	897,660	896,633	(1,027)
<b>Expenditures:</b>				
Salaries / Related Benefits	788,000	796,026	796,994	(968)
Automobile	9,500	7,506	4,009	3,497
Contract Services	2,000	5,122	3,122	2,000
Dues & Subscriptions	-	-	-	-
Lease Costs	40,200	42,663	40,200	2,463
Office Supplies	10,000	8,990	8,990	-
Other Expenditures	5,000	454	6,060	(5,606)
Telephone & Utilities	20,000	20,491	20,942	(451)
Travel	7,000	13,675	13,762	(87)
Capital Outlay	8,300	-	-	-
Total Expenditures	890,000	894,927	894,079	848
Excess (Deficiency) of Revenues Over Expenditures	-	2,733	2,554	(179)
<b>Other Financing Sources (Uses):</b>				
Operating Transfers In (Out)	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-
Net Change in Fund Balance	-	2,733	2,554	(179)
<b>Fund Balance - Beginning of the Year</b>	73,690	74,123	74,123	-
<b>Fund Balance - End of the Year</b>	<u>\$ 73,690</u>	<u>\$ 76,856</u>	<u>\$ 76,677</u>	<u>\$ (179)</u>

See auditor's report.

**District Attorney of the Twenty-First Judicial District  
Amite, Louisiana**

Schedule 3

**Budgetary Comparison Schedule – Incentive Fund  
For the Year Ended December 31, 2013**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Amounts Budgetary Basis</u>	<u>Variance with Final Budget Favorable / (Unfavorable)</u>
<b>Revenues:</b>				
Charges for Services	\$ 35,000	\$ 25,857	\$ 26,320	\$ 463
Intergovernmental Parish Grants	84,400	85,900	84,400	(1,500)
Interest Earnings	-	-	2	2
Other Revenues	-	-	-	-
Total Revenues	<u>119,400</u>	<u>111,757</u>	<u>110,722</u>	<u>(1,035)</u>
<b>Expenditures:</b>				
Salaries / Related Benefits	60,000	55,727	55,727	-
Contract Services	4,500	3,443	3,503	(60)
Office Supplies	2,000	118	651	(533)
Other Expenditures	100	215	216	(1)
Telephone & Utilities	12,000	12,145	12,194	(49)
Training	1,500	1,208	1,208	-
Travel	-	14,842	14,945	(103)
Capital Outlay	-	-	-	-
Total Expenditures	<u>80,100</u>	<u>87,698</u>	<u>88,444</u>	<u>(746)</u>
Excess (Deficiency) of Revenues Over Expenditures	39,300	24,059	22,278	(1,781)
<b>Other Financing Sources (Uses):</b>				
Operating Transfers In (Out)	<u>(25,000)</u>	<u>(30,400)</u>	<u>(30,400)</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>(25,000)</u>	<u>(30,400)</u>	<u>(30,400)</u>	<u>-</u>
Net Change in Fund Balance	14,300	(6,341)	(8,122)	(1,781)
<b>Fund Balance - Beginning of the Year</b>	<u>42,987</u>	<u>40,846</u>	<u>40,846</u>	<u>-</u>
<b>Fund Balance - End of the Year</b>	<u>\$ 57,287</u>	<u>\$ 34,505</u>	<u>\$ 32,724</u>	<u>\$ (1,781)</u>

See auditor's report.

**District Attorney of the Twenty-First Judicial District**  
**Amite, Louisiana**  
**Budgetary Comparison Schedule – Pre-Trial Intervention Fund**  
**For the Year Ended December 31, 2013**

Schedule 4

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Amounts Budgetary Basis</u>	<u>Variance with Final Budget Favorable / (Unfavorable)</u>
<b>Revenues:</b>				
Charges for Services	\$ 350,000	\$ 285,643	\$ 287,158	\$ 1,515
Total Revenues	350,000	285,643	287,158	1,515
<b>Expenditures:</b>				
Salaries / Related Benefits	160,000	156,223	155,537	686
Dues & Subscriptions	300	-	-	-
Office Supplies	1,500	-	-	-
Other Expenditures	-	522	519	3
Training	12,000	8,451	8,451	-
Travel	5,000	3,396	3,565	(169)
Capital Outlay	-	-	-	-
Total Expenditures	178,800	168,592	168,072	520
Excess (Deficiency) of Revenues Over Expenditures	171,200	117,051	119,086	2,035
<b>Other Financing Sources (Uses):</b>				
Operating Transfers In (Out)	(150,000)	(114,892)	(114,892)	-
Total Other Financing Sources (Uses)	(150,000)	(114,892)	(114,892)	-
Net Change in Fund Balance	21,200	2,159	4,194	2,035
Fund Balance - Beginning of the Year	30,879	30,879	30,879	-
Fund Balance - End of the Year	\$ 52,079	\$ 33,038	\$ 35,073	\$ 2,035

See auditor's report.

## **Other Supplemental Information**



**District Attorney of the Twenty-First Judicial District  
Amite, Louisiana**

Schedule 5

**Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2013**

<u>Federal Grantor/ Pass-Through Grantor / Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Grantor's Number</u>	<u>Revenue Recognized</u>	<u>Disbursements/ Expenditures</u>
<b>Department of Health &amp; Human Resources:</b>				
<i>Pass-Through State Department of Social Services:</i>				
Child Support Enforcement Program (Title IV-D) - Major Program	93.563	G-95-04 LA 4004	\$ 896,462	\$ 896,462
<b>Department of Justice</b>				
<i>Pass-Through Louisiana Commission on Law Enforcement:</i>				
Tri-Parish Victim's Assistance Program	16.575	C11-5-004	43,916	43,916
Tri-Parish Victim's Assistance Program	16.575	C12-5-004	16,713	16,713
Victim Assistance: Child Sexual Assault Program	16.575	C11-5-003	39,645	39,645
Victim Assistance: Child Sexual Assault Program	16.575	C12-5-003	12,552	12,552
Criminal Records Improvement Program	16.738	B11-5-003	10,000	10,000
Tri-Parish Domestic Violence Prosecution Unit Program	16.588	M11-8-037	36,038	36,038
Tri-Parish Domestic Violence Prosecution Unit Program	16.588	M11-5-011	45,000	45,000
Total Department of Justice			<u>203,864</u>	<u>203,864</u>
Total Federal Funds			<u>\$ 1,100,326</u>	<u>\$ 1,100,326</u>

**Note 1 - Basis of Presentation**

This schedule of expenditures of federal awards includes federal grant activity of the District Attorney of the Twenty-First Judicial District Court, Amite, Louisiana, and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of the financial statements.

See auditor's report.

**Other Independent Auditor's Reports and  
Findings and Recommendations**

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June 27, 2014

**Independent Auditor's Report on Internal Control over Financial Reporting and on  
Compliance and Other Matters Based on an Audit of Financial Statements Performed in  
Accordance with Government Auditing Standards**

The Honorable Scott M. Perrilloux  
District Attorney of the  
Twenty-First Judicial District  
Amite, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District Attorney of the Twenty-First Judicial District as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the District Attorney of the Twenty-First Judicial District's basic financial statements, and have issued our report thereon dated June 27, 2014.

## **Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District Attorney of the Twenty-First Judicial District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District Attorney of the Twenty-First Judicial District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District Attorney of the Twenty-First Judicial District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District Attorney of the Twenty-First Judicial District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as items 2012-01 and 2013-01.

### **District Attorney of the Twenty-First Judicial District's Response to Findings**

The District Attorney of the Twenty-First Judicial District's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The District Attorney of the Twenty-First Judicial District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

This report is intended solely for the information and use of management, the Louisiana Legislative Auditor and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Respectfully submitted,



Durnin & James, CPAs  
(A Professional Corporation)

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June 27, 2014

## Independent Auditor's Report on Compliance for Each Major Program and on Internal Control over Compliance Required by OMB Circular A-133

The Honorable Scott M. Perrilloux  
District Attorney of the  
Twenty-First Judicial District  
Amite, Louisiana

### **Report on Compliance for Each Major Federal Program**

We have audited the District Attorney of the Twenty-First Judicial District's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the District Attorney of the Twenty-First Judicial District's major federal programs for the year ended December 31, 2013. The District Attorney of the Twenty-First Judicial District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

### ***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the District Attorney of the Twenty-First Judicial District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the District Attorney of the Twenty-First Judicial District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the District Attorney of the Twenty-First Judicial District's compliance.

### ***Opinion on Each Major Federal Program***

In our opinion, the District Attorney of the Twenty-First Judicial District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2013.

### **Report on Internal Control over Compliance**

Management of the District Attorney of the Twenty-First Judicial District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the District Attorney of the Twenty-First Judicial District's internal control over compliance with the requirements that could have a direct and material effect on a major federal program in order to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District Attorney of the Twenty-First Judicial District's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

This report is intended solely for the information and use of management, the Louisiana Legislative Auditor and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Respectfully submitted,



Durnin & James; CPAs  
(A Professional Corporation)

**District Attorney of the Twenty-First Judicial District  
Amite, Louisiana**

**Schedule of Findings and Questioned Costs  
For the Year Ended December 31, 2013**

We have audited the basic financial statements of the District Attorney of the Twenty-First Judicial District as of and for the year ended December 31, 2013, and have issued our report thereon dated June 27, 2014. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the provisions of OMB Circular A-133. Our audit of the basic financial statements as of December 31, 2013 resulted in an unmodified opinion.

**Section I Summary of Auditor's Reports**

**1. Report on Internal Control and Compliance Material to the Financial Statements**

Type of Opinion Issued	<u>X</u>	Unmodified	___	Modified
	___	Disclaimer	___	Adverse

**Internal Control:**

Material Weakness	___	Yes	<u>X</u>	No
Significant Deficiencies	___	Yes	<u>X</u>	No

**Compliance:**

Compliance Material to the Financial Statements	<u>X</u>	Yes	___	No
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**2. Federal Awards**

**Internal Control:**

Material Weakness	___	Yes	<u>X</u>	No
Significant Deficiencies	___	Yes	<u>X</u>	No

Type of Opinion on Compliance for Major Programs	<u>X</u>	Unmodified	___	Modified
	___	Disclaimer	___	Adverse

Are there findings required to be reported in accordance with Circular A-133, Section .510(a)?	___	Yes	<u>X</u>	No
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Was a management letter issued?	___	Yes	<u>X</u>	No
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**3. Identification of Major Programs:**

CFDA Number(s)  
93.563

Name of Federal Program (or Cluster)  
Child Support Enforcement Program (Title IV-D)

Dollar threshold used to distinguish between Type A and Type B Programs: \$300,000

Is the auditee a "low-risk" auditee, as defined by OMB Circular A-133?	___	Yes	<u>X</u>	No
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**District Attorney of the Twenty-First Judicial District**  
**Amite, Louisiana**  
Schedule of Findings and Questioned Costs  
For the Year Ended December 31, 2013

**Section II Financial Statement Findings**

**2012-01 – Loan of Asset Forfeiture Trust Fund Moneys**

- Condition:** During our audit and testing of funds available in the Asset Forfeiture Fund, we noted that certain transfers of money from the Asset Forfeiture Trust Fund to the General Fund occurring in 2012 totaling \$185,306.25 have not been repaid by the General Fund as required. This finding was first reported in the December 31, 2012, audit.
- Criteria:** During the prior fiscal year, the District Attorney transferred \$185,306.25 from the Asset Forfeiture Trust Fund to the General Fund. As of December 31, 2013, none of the \$185,306.25 has been repaid from the General Fund to the Asset Forfeiture Fund.
- Cause:** Budgetary constraints in the General Fund for 2013 did not provide sufficient funds to repay this debt.
- Effect:** As a result of these transfers, assets held in the Asset Forfeiture Trust Fund were used without court order as required by state law.
- Recommendation:** We recommend the District Attorney reimburse the transfers back to the Asset Forfeiture Fund as soon as possible.
- Management's Response:** In management's corrective action plan dated June 27, 2014, management indicated that, although there was no reoccurrence of these transfers during the current fiscal year, it acknowledges that it was unable to make sufficient transfers back to the Asset Forfeiture Fund before the end of the fiscal year. It is the intention of management to begin repayment to the General Fund immediately after securing additional parish funding.

**2013-01 – Local Government Budget Act**

- Condition:** The District Attorney did not comply with certain provisions of the Local Government Budget Act, which does not allow a budget to be adopted where proposed expenditures exceed the total of estimated funds available for the fiscal year.
- Criteria:** The District Attorney also did not comply with LSA-R.S. 39:1310(A) which states that "*in no event shall a budget amendment be adopted proposing expenditures which exceed the total of estimated funds available for the fiscal year.*" The amended budget for the general fund showed a projected loss of \$133,592 and a projected ending fund balance deficit of \$168,180.
- Cause:** This condition appears to be an oversight by management.
- Effect:** As a result of this, the District Attorney was not in compliance with certain aspects of the Local Government Budget laws.



**District Attorney of the Twenty-First Judicial District**  
**Amite, Louisiana**  
**Schedule of Findings and Questioned Costs**  
**For the Year Ended December 31, 2013**

*Recommendation:* We recommend that steps be taken to ensure that the adopted budget does not show an ending fund balance deficit at year-end due to projected expenditures over anticipated revenues.

*Management's  
Response:*

In management's corrective action plan dated June 27, 2014, management indicated that while it took various steps to reduce operating costs for the year, costs of operations could not be decreased to a level equal to that of the reduction in revenue collections without also impacting the quality of public service it provides. Management believes the fund balance deficit is directly attributable to the lack of responsibility on the part of parish government to adequately provide for the operations of the District Attorney's office. It is management's position, that by beginning the process in securing the statutorily required funding from these parish agencies many financial issues of this office will be addressed and corrected including the budget adoption process. By obtaining adequate funding, management anticipates a continual improvement in fund balances during the recovery process toward a more stable financial condition.

**Section III Federal Award Findings and Questioned Costs**

No matters were reported.

**District Attorney of the Twenty-First Judicial District  
Amite, Louisiana  
Schedule of Prior Year Audit Findings  
For the Year Ended December 31, 2013**

<u>Ref. #</u>	<u>Fiscal Year Findings Initially Occurred</u>	<u>Description of Findings</u>	<u>Corrective Action Taken</u>
<b><u>Internal Control over Financial Reporting</u></b>			
None			
<b><u>Compliance and Other Matters</u></b>			
2012-01	December 31, 2012	Loan of Asset Forfeiture Trust Fund Money	None
2012-02	December 31, 2012	Violation of Local Government Budget Act	Yes - Actual amounts within 5% of budgeted amounts

***Note: This schedule prepared by District Attorney of the Twenty-First Judicial District.***